

19 December 1969

MEMORANDUM FOR THE RECORD

PROJECT: PERSTAFF

SUBJECT: Utilization of Form 261 (Staffing Complement Change Authorization) by Manpower Control Branch, OPPB

A telephone conference was held with [redacted] Manpower Control Branch, OPPB, on 18 Dec 1969 to determine the utilization of Form 261 by that office.

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STAT [redacted] indicated that Form 261 provides the following to OPPB:

1. Official confirmation on staffing changes that have previously been cleared with OPPB concerning major reorganizations of offices and grade structures.
2. Utilized in budget analysis in determining allocation of funds or admendments to existing budget allocations.
3. The ability to follow the staffing trends of the Agency.
4. Provides a historical reference to OPPB on major office reorganizations.
5. The ability to monitor staffing ceilings and controls that have been established by that office.

There is no action taken directly with Form 261 by OPPB, however, the information provided will be needed by OPPB in the new system.

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